

CITY GOVERNMENT

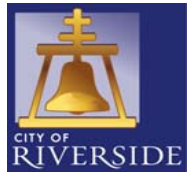
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$790.3 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

Marni Noll, Human Resources
City of Riverside
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www.riversideca.gov

Applications will be accepted until 5:00 pm on Friday, February 23, 2007. To be considered, please submit an on-line application available at: www.riversideca.gov/human.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to an interview. Candidates meeting the minimum qualifications will be placed on an eligibility list, which will remain in effect for six months.

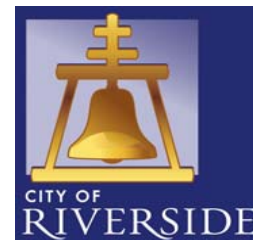
Our core values are integrity and credibility; commitment to service and action; accountability, inclusiveness and diversity; loyalty, personal growth, innovation and teamwork.

The City of Riverside

We are seeking a dynamic professional to serve as

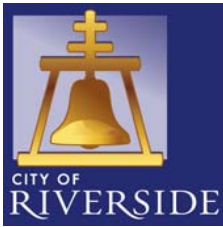
Public Works Manager, Field Operations (Non-Classified)

Salary Range: \$5,978—\$9,214 per month*



Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.

THE POSITION



Under management direction, to supervise, lead, and review the activities of the Public Works Field Operations Division; to provide professional and technical staff assistance; and to do related work as required.

Receives management direction from the Public Works Director. Exercises general direction over professional, technical, and administrative support staff.

EXAMPLE OF DUTIES

Typical duties of the position may include, but are not limited to, the following:

- Assist in establishing and implementing organizational policies and procedures; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.
- Oversee the Solid Waste Division integrated waste management program involving residential trash collection and disposal and automated collection of refuse, green-waste, and recycling; oversee contractual arrangements with private haulers.
- Oversee the Streets Division programs which include cleaning and maintaining city streets, keeping the city streets and rights-of-way in good repair to prolong their useful life, ensuring the safety and convenience of all users, and providing weed abatement, vector control, graffiti removal services, and median and reverse frontage landscape maintenance and inspection services.
- Oversee the Sewerage Systems Division which is dedicated to providing the residents of Riverside with fresh, clean, healthful water at low cost while meeting regulatory requirements.
- Monitor expenditures to maintain budgetary control; accurately forecast revenues and expenditures; and conduct annual performance audits, efficiency, and cost-effective maintenance studies.
- Work with staff to establish operation and maintenance goals; monitor performance measures, goals, and objectives.
- Serve as a management liaison to various boards, committees and citizen advisory groups, as assigned.
- Interact closely and collaboratively with other City departments, divisions, sections, and outside agencies.
- Coordinate and prepare council reports, financial reports, statistical tables, charts and graphs.
- Develop, plan and implement action on adopted policies; ensure accurate record-keeping; assist in resolving work problems and interpret departmental policies to subordinates, other departments, and the public.
- Select, supervise, train and evaluate subordinate staff; take appropriate disciplinary measures as necessary.

EDUCATION AND EXPERIENCE

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, accounting or a closely related field. Two years of additional qualifying professional experience may substitute for two years of the required education on a year for year basis.

Experience: At least five years of experience in governmental budgetary, finance, and revenue analysis and projections activities, preferably related to maintenance management, construction or engineering, of which at least three years were in a management/supervisory capacity.

COMPENSATION AND BENEFITS

- The monthly salary range for this position is **\$5,978 – \$9,214 monthly.***
- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers seven health insurance plans and contributes up to \$851 per month for employee and dependent coverage.
- Dental Insurance—The City provides three dental insurance plans and contributes up to \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000.
- Deferred Compensation—The City contributes \$250 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

**Appointment may be made at any step contingent upon qualifications of the candidate. The formal monthly salary range is \$5,978 – \$8,013. The salary range above includes a 15% differential which may be available depending on qualifications.*

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.